

TO: Scott C. Rayder
Chief of Staff, NOAA

FROM: **[Line/Staff Office Assistant Administrator (AA) or Office Director (OD)]**

SUBJECT: Justification for Late Submission of Gifts and Bequest Request

[NARRATIVE e.g.]

The request for authorization for official entertainment was submitted late because Hewlett Packard was not able to confirm their participation and sponsorship of the luncheon until last week, and their support was necessary to cover the total costs of hosting this event. Due to high demand for space, the hotel in San Diego hosting the luncheon was not able to confirm availability of the lunch venue until last week. We now have commitment from Hewlett Packard and from the hotel.